



HQ 11WG MAJCOM IMA Program Manager Guidance & Update

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Topics

1. Mobilization
 2. MPA Manday requests
 3. Participation
 4. PHA/Dentals
 5. FY04 RPA/MPA call
 6. FY03 Manning Policy
 7. Oral orders
 8. Sanctuary
 9. Special Authorizations
 10. RPA/MPA > 139 days
 11. Civilian Skills Database
 12. Other
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Mobilization

- 11WG Justification signed by 2-Ltr [11WG/CCV 24 Feb 03]
 - Not authorized until approved by SAF/MR
 - Mob extensions and mitigation plan must be submitted by 3-Ltr a minimum of 90 days out [AF/CAT Msg 11Apr 03]
 - Demobilization actions (leave, medical, etc) must begin NLT 60 days (1yr) - 90 days (2 yr) if extension authorization is not received to ensure member is released by the demob date [CAT Msg 23 Sep 02]
 - Or CMAS request initiated 60 days prior to demob, if member willing to stay as a volunteer
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MPA Manday Requests

- **MPA up to 365 days (total) in direct support**
[AF/CAT Msg 7 Apr 03]
 - Request must be signed by 2-Letter [AF/CVA Memo in coord]
 - **MPA OAC 43 fund cite is for long term/in-lieu of mobilization ~ XX days or more** [AF/CVA Memo in coord]
 - **Must follow the same extension/waiver process thru the system to request waivers**
 - Sanctuary, 139 day, etc waivers still required
 - **ALL AEF orders requests must be published by HQ ACC AEF-Center—no exceptions**
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MPA Manday Requests (Cont)

- **GOAL: Ensure AT/IDT is accomplished/requested via WOTS before requesting RPA/MPA [Gen Clem 11 Apr 03][AFMAN 36-8001 6.3.1]**
 - **Annual Tours must be published by ARPC by 30 Jun [AFMAN 36-8001 5.7.2]**
 - **Must be requested in WOTS by 30 May [APRC FM]**
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Participation

- Distinguish between FY participation requirements and R/R year requirements
 - **12AT & 24/48 IDT** vs 50 points [AFMAN 36-8001 Tbl 1.1]
 - Questioning ARPC follow-up on identified/justified documentation issues
 - Beginning 3Q03 AT/IDT before any MPA/RPA
 - AEF/ESP MPA orders and other substitutions (School, other MPA) substituted **BEFORE** [AFMAN 36-8001 5.9.1]
 - Involuntary Mobilizations may be done **AFTER** the fact [AFMAN 36-8001 1.2.1]
 - 28 Apr 03 is current due date to ARPC [ARPC/DPA email 21 Mar 03]
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PHA/Dentals

- Annual requirement
 - Seeing the same problems as you are...
ARPC is working on the fixes
 - Current guidelines still say “no participation for pay or points” after 1 May 03
 - Impacts FY participation requirements & R/R year
 - Can lead to reassignment to IRR
 - In discussion re: AF/RE intentions after 1 May
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FY04 RPA/MPA Call

- RPA Call
 - Due 5 May 03 to ARPC [ARPC Email 9 Apr 03]
 - Possible reductions in FY04 allocations
 - Training, Reserve work (seeking AF/RE, AFRC or ARPC sponsor will help support requests)
 - MPA Call
 - Due 15 Jun 03 to AF/DPLFR (guidance soon)
 - Include ESP-related MPA as separate line item
 - Anticipate FY04 ESP requests will NOT be able to continue to use OAC 43 account, so must be budgeted by 2-Ltr
 - For non-ESP must fund travel/per diem from within 2-Ltr
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FY03 Manning Policy

- IMA over allocation withdrawn [AFRC Memo 13 Mar 03]
 - Exceptions on case-by-case basis
 - ARPC now has direct accession authority for Capt/TSgt and below [AFRC Memo 13 Mar 03]
 - 6-month end-strength management policy [AFRC Memo 13 Mar 03] [Impacts of Stop Loss]
 - Effective manning/cross-leveling
 - Overages vs vacancies
 - Over manning [AFRC Memo 13 Mar 03]
 - 1 year on Statement of Understanding [Gen Clem 17 Mar 03]
 - Exceptions: Retirees 2 years; “By-pass” 6 months
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Oral Orders

- **Any oral order must come from 11WG/CCV (Knapp/Swann) or ARPC before member may depart on travel or for duty**
 - **Reimbursement is not authorized when the travel is performed before receipt of written or oral orders [JTFR U2100]**
 - **Except to correct or complete an order to show the original intent, a travel order shall not be revoked or modified retroactively to create or deny any entitlement (e.g. rental cars) [JTFR U2105]**
 - **Oral orders must be given in advance, subsequently confirmed in writing giving date of oral order, approved by competent authority [JTFR U2115]**
 - **Definitions [JTFR Appx A]**
 - **Authorized: giving of permission before an act**
 - **Authorizing/order-issuing official: the official who directs travel and has responsibility for the funding**
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Oral Order Procedures

(DRAFT)

- Request for oral orders in advance of travel
 - **Phone call** to 11WG/CCV (Knapp/Swann) **and email** from 3-Ltr stating emergency/unusual nature of request
 - Not accepted for the convenience of the member [Gen Clem 11 Apr 03]
 - Requests after-the-fact
 - Supervisor sends memo thru 3-Ltr to 11WG/CCV to acknowledge oral order restrictions and state emergency/ unusual nature of request to meet mission requirements [Gen Rajczak 11 Apr 03]
 - If pre-screening requirements are not passed (Sanctuary, medical, etc), the order might not be able to be approved by 11WG/CCV
 - All after-the-fact requests must use organizational travel funds and MPA/RPA mandays through date orders are processed
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Sanctuary

- **Waivers now required only for 18-20 year window**
 - Member's Statement of Understanding [AFI 36-2131 Atch 3]
 - *Plus* Justification Waiver Request for tours >139 [AFI 36-2131 3.2.1]
 - **Not effective until approved by ARPC/CC in writing** [AFI 36-2131 3.2]
 - Reach ARPC 45 days in advance (approved before a CMAS/WOTS request is initiated) [AFI 36-2131 3.3]
 - Reach ARPC 2 weeks in advance [ARPC/DPAF memo 6 Feb 03]
 - **Each new tour requires a separate request (no blanket waiver)** [AFI 36-2131 3.5]
 - **IDTs and AT must be completed or at least scheduled (= requested in WOTS)** [AFI 36-2131 Atch 3]
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Special Authorizations

- **Rental Cars** [AFI 65-109 Table 2.1]
 - Pre-authorization with full cost analysis for each order [Rule 13]
 - Must be for official business not convenience of the member or merely more cost effective [para 2.13.1][AFI 65-109 Table 2.1]
 - ARPC approval authority for any School requests [ARPC/DPA email 7 Apr 03]
 - **Variations** [AFMAN 36-8001, Table 5.1] [AFI 65-109 Table 2.1]
 - Specific itinerary required; must be pre-authorized [Note 14]
 - **Premium Travel not authorized without waiver**
 - Hotel; air; rental car [AF/CVA memo 25 Jul 96][AFI 24-101]
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Special Authorizations (Cont)

- **Overseas Tours**

- All CED (overseas travel) orders must be published by ARPC
- NATO travel order (in addition to TDY order) required for travel between any NATO country (except PFP) [AFI 65-103 2.7.1]
- Must obtain a "theater clearance" from the Unified Commander and/or "country clearance" from the US Embassy [DoDD 4500.54]
- No split tours when overseas travel is involved without approval by ARPC/XP and AF/REP [AFMAN 36-8001 5.11]

- **Travel orders may not be modified retroactively after travel is performed to increase or decrease rights** [63 Comptroller General, 4, 8, 1983]
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RPA/MPA > 139 Days

- **Per Diem > 139 days in one location; rolling year**
 - **Effective 21 Feb 03, AF/RE was delegated authority to allow per diem to be paid for members performing 139 to 179 days** [JFTR, U7150-A4D] [AFI 36-2110, PAR. 4.6.2] [AF/DPPC Msg 14 Mar 03]
 - **Message directs AF/RE and NGB to develop internal procedures to effect this authority**
 - They have not yet issued their procedures
 - **For payment of per diem beyond 179 days, a waiver request is initiated by AF/RE and sent thru AF/DPPC to SAF/MRM for approval**
 - SAF/MRM requires a minimum of 3 weeks to process
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Civilian Skills Database

- Required by law for IMAs [10 USC 10204]
 - Whether currently employed outside or not
 - www.arpc.org - A-Z site map
 - ARPC sent notice to “missing” IMAs requesting them to enter information
 - CCV followed up with reminder email to IMA duty email accounts last week
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Other

- Overdue PRs
 - Security Clearances
 - DDForm 93 (vRED)
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